Quick
Reference
Guide

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External User
Account Registration

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AVS Provisioning Service

Process Overview:

The AVS-PS system automates the external user provisioning process. FAA AVS Point of Contact (POC) personnel authorize new external user accounts and access to applications.

After account initiation by the POC, the system generates secure email notification to external users with account information. External users then register their accounts via the external AVS portal: https://avsportal.faa.gov/

External users may accomplish a variety of tasks to maintain and update accounts using this system.

Additional Assistance:

A detailed audio tutorial of this process is available on the AVS-PS external site,
https://avsportal.faa.gov/
under the **Resources** column. Click on **Tutorials**.

OR

Technical assistance is available from the AVS National IT Service Desk:

Email – 9-NATL-AVS-IT-ServiceDesk@faa.gov

OR

Telephone – 1-877-AVS-NSD1 (1-877-287-6731)

External User
Account Registration

Your Point of Contact (POC) begins your account registration process and then the system generates an email to you with information regarding how to register your account. You may begin the registration process immediately after receiving this email. You must complete this process within thirty (30) days.

Your Point of Contact has initiated account creation

1 message

Ahnnie Bester,

Gloria Wheaton from the Federal Aviation Administration has authorized you to use the following FAA AVS Application(s):

SharePoint

Once the Account Registration process has been completed, your AVS User ID will be sent to you via e-mail.

Please click on the following link to complete account registration:

Click Here

Your email address is: Ahnnie.Bester@gmail.com
Your temporary password is: E79E9DDF3138

For technical assistance, please contact:
AVS Support Central
Phone: (405) 954-7272
Email: 9-AMC-AVS-Support-Central@faa.gov

NOTE: You will need the temporary password from this email in order to register your account. The <Click Here> link in this email provides direct access to the registration process.

I. Click on the **<Click Here>** link in the email to access the AVS-PS portal for External Users.

II. The **Account Registration** page displays. **Enter** your email address and the temporary password from your POC email. **Click <NEXT>.**
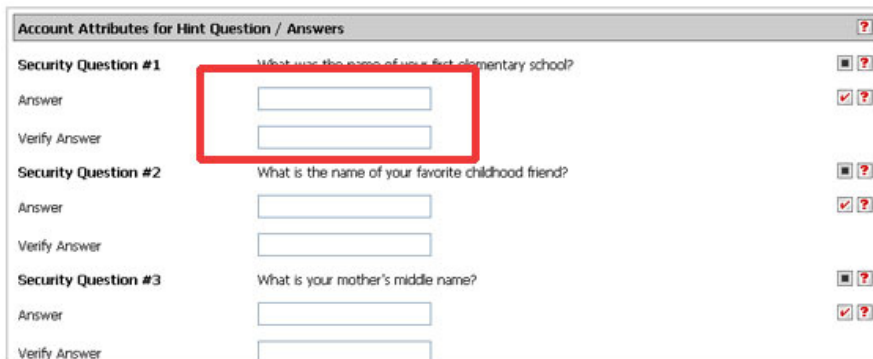

Note: *Do not use your browser's "back" button. If you need to exit the system, click the "X" in the upper right corner of the browser window . The browser window closes and your entries are **not** saved.*

III. The **Additional Account Information** page displays with security questions. **Answer** the security questions and confirm each answer in the <Verify Answer> field. Choose answers you can remember. Answers are **case sensitive** and must be typed exactly the same in each <Verify Answer> field.

Click <NEXT> after all answers are complete.

IV. Enter and confirm new password in fields provided.
Requirements for a secure password include:
- A minimum of eight characters
- No words from Webster's English Language Dictionary
- No proper names, places, or calendar dates
- Three of the following four types of characters – lower-case alpha, upper-case alpha, numeric, and at least one symbol

Passwords must be changed at least every ninety days and must not be used again for at least ten changes.

? : Help ✔ : Required Input Field # : Numeric Field ▪ : Read Only Field
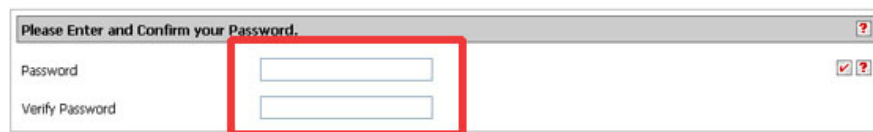
Enter A New Password That You Will Remember

Password Strength Requirements

Passwords shall be a minimum of 8 (eight) characters in length. Passwords shall not be a word in the standard Webster's English Language Dictionary, and shall not be a name, place, or calendar date.

The password must contain 3 (three) of the following 4 (four) types of characters within the password string: Lower-case alpha, Upper-case alpha, Numeric, and Symbols (required).

Passwords are required to be changed at a minimum every 90 days. The system keeps a password history for each user account, and does not allow use of the same password for 10 changes.

Please Enter and Confirm your Password.	?
Password	✔ ?
Verify Password	

Next

Please do not use the back button on your browser.

Click <NEXT>.

V. Your new account is registered. You have also reset your password and your account name is emailed to you. **Click <OK>** and you return to the **AVS-PS Main Menu**. The account registration process is complete.

? : Help ✔ : Required Input Field # : Numeric Field ▪ : Read Only Field ⚷ logout

Account Registration Confirmation

Thank you Ahnnie Bester. You have successfully registered your profile and reset your password. Your account name will be emailed to you.

OK

Please do not use the back button on your browser.

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